

SUMMER FOOD SERVICE PROGRAM

SITE DELIVERY RECEIPT

Site Name: _____ Site Number _____

Location: _____ Date/Time: _____

Kitchen: After carefully checking and counting meals, a delivery slip must be signed and dated daily for meals sent out.

Site: After carefully counting and checking meals, a receipt must be signed and dated daily for the number of meals received.

Meal count variances and food quality comments or discrepancies must be recorded on delivery slips.

Number of meals Produced/shipped	Number of Meals Received
Breakfast	
Lunch	
Supper	
Snack	
Shipped by (Kitchen Supervisor)	Received by: (Site Supervisor/staff)

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